

NURSING ASSISTANT ADVISORY BOARD

MINUTES OF MEETING

OPEN SESSION

February 10, 2009

The Open Session of the Nursing Assistant Advisory Board was called to order at 9:05 a.m. on the above date in Room 104, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.

BOARD MEMBERS IN ATTENDANCE

Michele Carignan

Catherine Mainville

M. Jeanne Mason

Marilyn O'Connor

BOARD MEMBERS NOT IN ATTENDANCE

Mary Ann Altrui

Alice Frezza

Caroline Naughton Rumowicz

Pattie Petracca

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Administrator

OTHERS IN ATTENDANCE

None

1. ESTABLISHMENT OF A QUORUM

Donna Valletta called the meeting to order at 9:05 a.m. A quorum was established at 9:25 a.m., upon Michele Carignan's arrival.

2. REVIEW OF MINUTES OF OPEN SESSION OF JANUARY 13, 2009

Donna Valletta presented the Minutes of the Open Session of January 13, 2009. On motion of Jeanne Mason, seconded by Catherine Mainville, it was voted to accept the minutes as presented.

3. BOARD ADMINISTRATOR'S REPORT

Donna Valletta distributed the internal application checklists and advised that the checklists complement those found in the revised Nursing Assistant application form. When processing Nursing Assistant and Medication Aide applications, staff will complete the checklists to ensure accountability and provide evidence of the documents received and status of the application. If an application is incomplete, it will be returned to the individual who submitted the application. Donna Valletta confirmed with staff that if the training program coordinator submits an application on behalf of an individual, and the application is deemed incomplete, the application will be returned to the training program coordinator, not to the applicant.

Donna Valletta distributed the Quarterly Training Program Reports from the NNAAP Administration for the period of October 1, 2008 through December 31, 2008. Upon receipt of the 2008 Technical Report, Donna Valletta will conduct a review to compare the findings with calendar years 2007 and 2006 and report findings to the Board to determine appropriate action for the Nursing Assistant Training Programs that raise a level of concern.

Donna Valletta reiterated that the Nursing Assistant website has been updated to include the revised application form. A mailing to all training program coordinators occurred in January; the feedback has

been positive. In addition, the website contains a link to all available Nursing Assistant training programs.

Donna Valletta discussed the time allotted for the board meeting. It was agreed that the meeting would begin at 9:00 a.m. and end at 12:30 p.m., with the exception of Mary Ann Altrui, who must leave at 11:30 a.m. for another commitment.

Donna Valletta reminded the Board that the cases and training programs reviewed in the Executive Session must remain proprietary, until such time as the information becomes public.

4. NEW BUSINESS

Catherine Mainville expressed a concern regarding individuals who do not pass the examination and require a re-test. Currently, the training program coordinator is not made aware of those students who need to test again. A suggestion was made that the training program coordinator be required to sign before the individual retests.

Donna Valletta confirmed that this does not fall within the Department's jurisdiction.

Catherine Mainville discussed the issue of an individual who acted inappropriately when she was notified that she did not pass the examination. Donna Valletta reminded Catherine that she had

consulted with Pam McCue and the Department's legal counsel prior to responding to this inquiry. The Department's position remains, which is that the training programs/testing centers should follow its own policies and procedures with regard to the appropriate action/consequence for such misconduct. The Nursing Assistant rules and regulations allow individuals three chances to pass the examinations. The Department can only take action when an individual makes an application for licensure.

5. ADJOURNMENT

On motion of Catherine Mainville, seconded by Jeanne Mason, it was unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws for discussion of job performance, character, physical or mental health of applicants for licensure and licensees and for discussion of investigatory proceedings relating to misconduct by applicants licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct.

The Open Session adjourned at 12:25 p.m.

Respectfully submitted by

Donna Valletta

Board Administrator